



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

IN REPLY REFER TO:

MAY 31 2016

Memorandum

To: Pathways Program Coordinators
Host Office Supervisors, Bureau of Indian Affairs
Attention: Student Interns, Office of Trust Services

From: Gayla Schock, Coordinator, Natural Resources Youth Programs
Youth Program Coordination Office

Subject: Pathways Summer Internship Placement Timeline

The Trust Services Internship Program is undergoing transformational changes to improve its business practices and create new tools. As we go through the summer internship cycle, we will be soliciting your feedback on “lessons learned” and making changes along the way. We are continuously calibrating our internal processes and expanding our support services. By introducing a range of flexible working options, the program is becoming more popular and advantageous to the programs we serve and for recruiting, hiring and retaining talented Native American youth.

The minimum student internship work requirements for the summer of 2016 is 8 weeks (320 hours) and may be longer when program requirements are met. A student’s basic work week schedule will be established as 8 hours a day, Monday through Friday. The host office supervisor may allow the employee to continue to use the basic schedule or require them to change the schedule to conform to operations at the temporary work site. Changes must be made using an Indian Affairs Work Schedule Agreement form and submitted to the servicing Human Resources Office for processing (one pay period in advance). The form can be found on the Bureau of Indian Affairs website, in the Attendance and Leave Handbook (28 IAM-H) at <http://www.bia.gov/cs/groups/xraca/documents/text/idc-000594.pdf>

The internship placement timeline shown below is typical and applies to most students. However, some students may have different summer work beginning and ending dates depending on their first and last day of semester classes, the proximity to the worksite location, and in conjunction with the Pathways Student Intern Work Assignment (Placement in Pay) Agreement.

Due to the amount of activities and coordination needed to effect a particular work assignment, the Placement in Pay Agreement should be finalized at least 30 days prior to the anticipated work start date.

Host office supervisors and students must contact their designated pathways program coordinator to verify the beginning and ending dates of each student's work assignment. Communication between the host office supervisor and student is required prior to the start date.

Internship Placement Timeline

January – March

- Internship job opportunity opened in USAJOBS
- Bureau Offices submits Host Office Intern Request Form to the pathways program coordinator for processing (Note: A new request is required each year. Student assignments will be contingent upon analysis of priorities and project requirements).
- Students contact the pathways program coordinator for available work placement assignments

March - April

- Placement details are negotiated by the pathways program coordinator between the host office and student
- Pathways program coordinator submits the Pathways Student Intern Work Assignment (Placement in Pay) Agreement to the Youth Program Coordination Office to finalize the placement paperwork and process actions through the servicing Human Resources Office
- Travel arrangements will be initiated and approved through the Youth Program Coordination Office

May – June

- Students moved to local timekeeper and certifier in Quicktime pay system
- Students are placed into pay status / duty status (begin working)
- Host office supervisors and students will receive travel orders and work assignment paperwork

August

- Host office supervisors complete and submit an evaluation of the student at the conclusion of the work assignment period
- Students returned to Leave Without Pay Status (LWOP) / nonduty status
- Students returned to the Central Office timekeeper and certifier in Quicktime pay system for bi-weekly processing

September - October

Students return to educational institution

If you have questions, please contact me at (202) 208-6410.